<u> </u>	1+**		
REQUEST OR PROPOSAL FOR MANAGEMEN	DP70-00211R000100290011-6		
FROM O&M SERVICE	TYPE OF PROJECT Survey Specific Problem		
ORGANIZATIONAL COMPONENT REQUESTING SERVICES	DATE OF REQUEST		
ELEMENTS OF PROJECT (1) Organization (3) Procedures (2) Staffing (4) Reporting TITLE OF PROJECT	(5) Work Measurement (7) System & Equipmen (6) Records & Files (8) Staff Study		
Survey of Cable Distribution, Logging, F	Reference and Copy Retention Requirement		
BRIEF DESCRIPTION OF PROJECT			
Conduct an Agency-wide survey of reference and copy retention recactions regarding:	f cable distribution, logging, quirements in order to recommend		
a. Eliminating the reproduction storing of unncessary copies	n, distribution, logging and s of cables;		
b. Simplifying and standardizing	ng logging procedures; and		
c. Establishing the reference r what and where copies of cal	requirements and determining how, oles should be retained.		
Concurrence:			
lille			
FOR USE OF REQUESTING OFFICE	FOR USE OF OAM SERVICE		
	NAME OF ANALYST DEVELOPING PROJECT		
	ESTIMATED MAN DAYS REQUIRED Analyst Clerical Total		
	STARTING DATE APPROVED TARGET DATE		
NAME, TITLE & SIGNATURE OF REQUESTOR	ASSISTANT MANAGEMENT OFFICER		
	MANAGEMENT BOARD APPROVAL		
other approval, if required Approved For Release : CIA-R	DATE OF MANAGEMENT BOARD ACTION DP70-00211R000100290011-6		

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REQUEST OF PROPOSAL FOR MANAGEME	-RDP78-002112000100290011-6		
FROM O&M SERVICE	TYPE OF PROJECT		
TROM Dam SERVICE	Specific Problem		
ORGANIZATIONAL COMPONENT REQUESTING SERVICES	DATE OF REQUEST		
ELEMENTS OF PROJECT			
(1) Organization (3) Procedures (4) Reporting	(5) Work Measurement (7) System & Equipmen (6) Records & Files (8) Staff Study		
TITLE OF PROJECT			
Survey of Cable Distribution, Logging,	Reference and Copy Retention Requirements		
BRIEF DESCRIPTION OF PROJECT			
Candust on Looper adds surran	of cable distribution, logging,		
	requirements in order to recommend		
actions regarding:			
e. Eliminating the reproduct:	ion, distribution, logging and		
storing of unnecessary co			
b. Simplifying and standardi	ring legging propedures, and		
p. Stubtiliting and acaudardi.	sing logging procedures; and		
	e requirements and determining how,		
what and where copies of	cables should be retained.		
CONCURRENCE:			
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Control King Control			
Deputy Director (Support)			
Seption 2 - Court (Support)	•		
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FOR USE OF REQUESTING OFFICE	FOR USE OF OAM SERVICE		
TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)	- NAME OF ANALYST DEVELOPING PROJECT		
and or organist, the unity	ESTIMATED MAN DAYS REQUIRED		
•	Analyst Clerical Total		
	STARTING DATE APPROVED TARGET DATE		
NAME, TITLE & SIGNATURE OF REQUESTOR	ASSISTANT MANAGEMENT OFFICER		
	MANAGEMENT BOARD APPROVAL		
	MANAGERIA DONNO NI INVIAL		
OTHER APPROVAL, IF REQUIRED	DATE OF MANAGEMENT BOARD ACTION		

SECRET

REQUEST OF PERSONS FOR FOR MANAGEMEN	RDP70-00211R0	D01002900	11-6		
FROM O&M SERVICE	· · ···································	TYPE OF PROJE	CT System		
<u> </u>			c Problem		
ORGANIZATIONAL COMPONENT REQUESTING SERVICES		DATE OF REQUE	ST		
ELEMENTS OF PROJECT			•		
(1) Organization (3) Procedures (2) Staffing (4) Reporting	(5) Work Measurem) System & Equipment) Staff Study		
Survey of Cable Distribution, Logging, H	Reference and Co	py Retentio	n Requirements		
BRIEF DESCRIPTION OF PROJECT		,	Manager Control of the Control of th		
Conduct an Agency-wide survey or reference and copy retention reactions regarding:					
Secretary or unnecessary replaces of selections					
Simplifying and standardizing logging procedures; and					
Establishing the reference what and where copies of ca	requirements an ables should be	d determini retained.	ng how,		
		*			
CONCURRENCE:					
A,		•			
Deputy Director (Support)					
			· · · · · · · · · · · · · · · · · · ·		
FOR USE OF REQUESTING OFFICE	FOR	ISE OF OAM SER	PVICE		
TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)	FOR USE OF OAM SERVICE NAME OF ANALYST DEVELOPING PROJECT ESTIMATED MAN DAYS REQUIRED				
	Analyst STARTING DATE APPRO	Clerical	Total		
	STARTING DATE APPRO	TARGE	ET DATE		
NAME, TITLE & SIGNATURE OF REQUESTOR	ASSISTANT MANAGEMENT OFFICER MANAGEMENT BOARD APPROVAL				
other approval, if required Approved For Release: CIA-F	DATE OF MANAGEMENT	BOARD ACTION	11.6		
Approved For Release : CIA-I	ואָט <u>-יי</u> טען ואָט	001002900	11-0		

FORM NO. 30-27 APR 1953